



FBLA Electronic Career Portfolio

Performance Rating Sheet

Revised 2014-15

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Résumé (Data Sheet)	0	1 – 3	4 – 7	8 – 10	
<ul style="list-style-type: none"> Displays evidence of professional experience, career related experience, and leadership experience Outlines any special certifications or training Shares overview of academic success Outlines Community Service 					
Career research summary	0	1 – 5	6 – 10	11 – 15	
<ul style="list-style-type: none"> The specific career targeted is clearly identified and described—the portfolio must specifically be targeted towards a career Skills and education needed for the career are identified and outlined Money/salary and outlook for the career are identified Evidence of research in career summary 					
Sources of information cited pertaining to copyright standards	0	1 – 3	4 – 7	8 – 10	
Comments:					
Samples					
Career-Related Education	0	1 – 5	6 – 10	11 – 15	
<ul style="list-style-type: none"> School activities Career research project Application of business education and/or related occupational skills and their relationships to the job 					
Educational Enhancement	0	1 – 5	6 – 10	11 – 15	
<ul style="list-style-type: none"> Career opportunities noted Evidence of career development planning Summarize any job shadowing, internships, informational interviews, or community service projects 					
Examples of Special Skills	0	1 – 3	4 – 7	8 – 10	
<ul style="list-style-type: none"> Includes up to five examples of special skills and/or abilities related to job and career goals 					
Comments:					
Delivery					
Statements are well-organized and clearly stated; appropriate business language used	0	1 – 3	4 – 7	8 – 10	
Demonstrates self-confidence, poise, and good voice projection	0	1 – 3	4 – 7	8 – 10	
Demonstrates the ability to effectively answer questions	0	1 – 2	3– 4	5	
Comments:					
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentations over seven (7) minutes. Time:					
Penalty Deduct five (5) points for leaving materials.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points					/100 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments: _____